



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY GARRISON HEIDELBERG**  
**UNIT 29237**  
**APO AE 09102-9237**

PECP-EUR-I

24 January 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG) Heidelberg Command Policy Memorandum # 36, Inclement Weather Closure

1. Reference DoD Directive 1400.25-M, December 1996.
2. In accordance with above reference, subchapter 610.3, Administrative Dismissals of Employees, a commander or head of activity may close part or all of an activity and administratively dismiss non-mission essential personnel. This authority rests with the USAG commanders for the installation(s) under their command and control.
3. In cases of inclement weather and/or hazardous road conditions, USAG commanders may authorize early dismissal, delayed arrival, or installation closure. This decision is made in coordination with community law enforcement, safety, and human resource professionals and should consider all factors involved including the degree of inclement weather, the conditions of roads, and the availability of alternative transportation. Such approved absences of non-mission essential employees will be charged as excused absence.
4. In the event of delayed arrival, mission essential personnel are expected to report to duty as scheduled. Non-mission essential employees are expected to arrive by the time designated for delayed arrival. Normally, civilian employees assigned to the afternoon and night shifts will report to their designated work place at the prescribed work hours.
5. When severe weather and/or hazardous road conditions develop during duty hours, USAG commanders may dismiss non-mission essential employees. Whether there is a charge to leave depends on the employee's duty status at the time of dismissal, determined as follows:
  - a. If the employee is on duty when the activity closes, there is no charge to leave for the remaining hours of the tour of duty following dismissal. If the employee was on scheduled leave for the entire day (annual leave, sick leave), then the entire absence is charged to the appropriate leave category;
  - b. If the employee is on duty and departed on leave after official word was received, but before the time set for dismissal, leave is charged only from the time the employee departed until time set for dismissal.

c. If the employee was scheduled to report for duty after an initial period of leave (e.g., sick leave for a medical appointment) and dismissal is given before the employee can report, leave is charged until the time set for dismissal.

6. Mission essential personnel are employees required to perform necessary services regardless of weather conditions. Non-mission essential personnel include all civilians who are not designated as mission essential. Directors have overall responsibility for ensuring that each civilian employee is aware whether he/she has been designated as "mission essential" or "non-mission essential." Regardless of the employee's designation, directors have the authority to direct any employee to report for duty and to remain on duty if the employee's services are necessary to mission accomplishment at a particular time. In such cases, the employee will be contacted and provided specific instructions on when to report.

7. Each commander will determine who the mission essential personnel are who must report to their assigned duty station at the normal duty time. In identifying those positions which are mission essential, consideration will be given to factors such as, but not limited to, the following:

a. Functions that are staffed or on-call for minimal operations such as Sundays or holidays.

b. Functions supporting safety, physical security, fire, and law enforcement. Additionally, retain those functions supporting emergency medical care and communications.

c. Functions supporting utilities and road clearing. Also, retain those providing food services, and those supporting limited childcare and commissary operations.

8. In the case of an installation closure, mission essential personnel are expected to report for work. Non-mission essential employees scheduled to work are granted excused absence.

9. When a liberal leave policy is in effect during inclement weather, non-mission essential employees may request annual leave for the absence. Mission essential employees should report to work as scheduled unless their supervisor has approved leave for their absence.

10. Employees should be advised to listen to road condition or specific installation closure announcements from AFN radio; Darmstadt residents: at 98.7 FM, 873 AM; Heidelberg residents at 104.6 FM, 1143 AM; Mannheim at 107.3 FM, 1143 AM; Kaiserslautern at 104.9 FM. Information may also be obtained from the Road Condition Hotline, Darmstadt 06151-697771; Heidelberg: 06221-6782223; Mannheim 0621-7302589; Kaiserslautern 0631-5362653.

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11. Point of contact for this policy for Darmstadt, Mannheim, and Heidelberg employees is the Heidelberg Civilian Personnel Advisory Center, Management Employee Relations, DSN 370-8529/6914 (Heidelberg civilian: 06221-57-8529 or 6914). Employees served by the Kaiserslautern Civilian Personnel Advisory Center can call DSN 489-7220/7894 or 0631-536-7220/7894.

/s/  
WILLIE E. GADDIS  
Colonel, AV  
Commanding

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